



KITSAP PUBLIC HEALTH DISTRICT



MISSION

Striving to make Kitsap County a healthy and safe place to live, learn, work, and play.

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*The Kitsap Public Health District is an
Equal Opportunity Employer*

Guiding Principles

- **Prevention:** We believe prevention is the most effective way to protect our community from disease and injury.
- **Partnerships:** We work with others when collaboration will produce better and faster results.
- **Effectiveness:** We make data-driven decisions and use science-based practices to produce the best possible outcomes.
- **Equity:** We believe all Kitsap residents should have an equal opportunity to live healthy and safe lives.
- **Quality:** We continuously improve the quality of our services and systems to better serve the community to which we are accountable.

Drug-Free Workplace

*The Kitsap Public Health District is a
drug-free, tobacco-free workplace.*

Environmental Health Specialist 1 or 2 SOLID & HAZARDOUS WASTE PROGRAM

Salary:

EHS 1	\$3,341 - \$4,700	Per month	DOEQ
EHS 2	\$3,683 - \$5,182	Per month	DOEQ

Hours: 40 hours/week (100% FTE) Monday through Friday, hours may vary
Status: Regular, full-time, with benefits
Closing Date: May 27, 2012

The Position

Definition:

The Solid and Hazardous Waste Program is mandated under federal, state, and local regulations governing solid and hazardous waste handling. The specific functions of this grant-funded position are to protect public health and the environment from the hazards of improper waste storage, collection, treatment, recycling, and disposal. Failure to perform tasks essential to the position could result in the impairment of human health or degradation of the environment from surface water, ground water, soil, or air pollution caused by improper solid and hazardous waste handling.

Essential Functions:

- Provides on-site technical assistance to generators of hazardous and industrial wastes through the Local Source Control (LSC) Program.
- Coordinates LSC inspections with Kitsap County Public Works and local municipalities Phase II stormwater programs to minimize duplication of effort and share data.
- Manage LSC Grant and perform task tracking and required grant reporting.
- Coordinates the development of Small Quantity Generator (SQG) education materials, workshop, and other business outreach projects on pollution prevention and waste management topics.
- Provides information to the public regarding solid and hazardous wastes and other chemicals present in the living/working environment.
- Coordinates with federal, State, and local agencies to provide comprehensive information on hazardous waste issues and on Grant funded projects.
- Assist with the development of public educational materials on proper hazardous waste management.
- Coordinates the development and implementation of the EnviroStars Program in Kitsap County.

Physical Demands & Working Conditions

- Work is performed both indoors in an office environment and in the field.
- Requires the ability to communicate with others orally, face to face and by telephone. Requires manual and finger dexterity and hand-eye-arm coordination to write and to operate computers and a variety of general office equipment. Requires mobility to accomplish other desktop work, retrieve files, and to move to various District locations. Requires visual acuity to read computer screens, printed materials, and detailed information. Essential duties may involve occasional kneeling, squatting, crouching, stooping, crawling, standing, bending, climbing (to stack, store or retrieve supplies or various office equipment).
- While performing field work, the incumbent is regularly required to work outdoors in a variety of weather conditions and walk on rough, uneven or rocky surfaces. Required to use hand to eye coordination, handle, feel or operate objects, tools, or controls. The incumbent is frequently required to stand and/or walk for extended periods of time; walk on uneven surfaces; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell in the performance of field and office duties. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Duties require the incumbent to carry supplies and/or equipment up and down stairs as well as into and out of a vehicle on a daily basis.
- May occasionally be required to work a varying schedule which may include evenings and weekends.
- Duties require carrying a cell phone or other electronic device as well as being available to work as needed to meet District needs, which may include evenings, weekends and holidays.
- Off-site visits require the incumbent to carry supplies and/or equipment up and down stairs as well as into and out of a vehicle on a daily basis.
- The nature of the work also requires occasionally working in environments which may include exposure to toxic or hazardous gasses, chemicals, or bio-substances and wearing protective clothing or apparatus.
- Exposure to individuals from the public who are upset, angry, agitated and sometimes hostile, requiring the use of conflict management and coping skills.
- Frequently required to perform work in confidence and under pressure for deadlines, and to maintain professional composure and tact, patience and courtesy at all times.
- The environment is dynamic and constantly changing, resulting in continually re-evaluating and shifting priorities.

Essential Functions continued:

- Coordinates and presents Solid and Hazardous Waste Program information and educational materials at fairs, trade shows, meetings, and other public events.
- Assists with development of policies and regulations related to Health District moderate risk waste projects.
- Keeps current on hazardous waste related regulations, technologies, and issues.
- Assists with evaluation of moderate risk waste projects, prepares summary and activity reports and performs related work as assigned.
- Assists with training of other program staff on hazardous waste and pollution prevention issues.
- Attends meeting with federal, State, and local agencies.
- Completes electronic timecard on a weekly basis.
- Responds to public health emergencies as require by the District
- Establishes and maintains cooperative, effective working relations ships with coworkers, other District employees, and the general public using principles of good customer service.
- Reports for work with regular, reliable and punctual attendance.
- Performs other duties as assigned.

Requirements

Environmental Health Specialist I:

1. Graduation from an accredited four-year college or university with a Bachelor's degree in environmental health or science, or a closely related field required. A minimum of 45 credit hours or 30 semester hours in basic natural or physical science is required.

Environmental Health Specialist II:

1. Graduation from an accredited four-year college or university with a Bachelor's degree in environmental health or science, or a closely related field required. A minimum of 45 credit hours or 30 semester hours in basic natural or physical science is required.
2. Two or more years experience as an environmental health specialist in a public health department or in the armed forces required.

Additional Requirements: Performance of job duties requires driving on a regular basis, a valid Washington State driver's license, the use of the incumbent's personal motor vehicle when a District fleet vehicle is not available for use, and proof of appropriate auto insurance.

Knowledge, Skills and Abilities: Knowledge of current solid and hazardous waste regulations and experience implementing such regulations with businesses is preferred. Experience with inspections, policies and procedures of the Local Source Control Program and/or EnviroStars Certification Program is also preferred. Knowledge of industrial processes, business pollution prevention and/or waste minimization practices is required. Knowledge of computer applications and ability to use personal computers to perform database and word processing functions is required. Knowledge of Word, Excel, and Access database products is preferred.



ENVIRONMENT

Preventing pollution, reducing human exposure to environmental hazards, and ensuring safe and clean drinking water.

- Close proximity to dust, noise, strong odors, or chemicals.
- Occasional usage of personal protective devices such as masks, goggles, gloves and respiratory protection.
- Requires the ability to lift and/or carry objects and materials weighing up to twenty pounds. Rarely the incumbent in this position may be required to lift and/or carry objects and materials weighing up to fifty pounds (which may include lifting and/or carrying equipment while collecting field samples; carrying and using soil sampling equipment; carrying sample coolers. May also require hauling displays and promotional material for presentations).
- May be required to stay at or return to work during public health incidents and/or emergencies to perform duties specific to this classification or to perform other duties as requested in an assigned response position. This may require working a non-traditional work schedule or working outside normal assigned duties during the incident and/or emergency.

What Public Health Does

- **Essential programs for improving health:** *immunizations, communicable disease prevention, and chronic disease and injury prevention.*
- **Information that works:** *Educational programs on everything from infant mortality to healthy aging, information on community health trends.*
- **Protecting you and your family every day:** *Services such as drinking water and recreational water quality monitoring, septic system inspections, restaurant inspections, hazardous waste control, disease prevention, and emergency planning.*

Kitsap Public Health District



We are a diverse and dedicated team of about 100 people, working collaboratively in more than 20 different programs. About 75 percent of our staff are members of the Professional and Technical Employees Local 17. Virtually all of us work at the award-winning Norm Dicks Government Center near the waterfront of a revitalized downtown Bremerton, close to shops, galleries and restaurants.

We have a family-friendly culture, with generous leave policies, domestic partner benefits, a childcare savings and reimbursement plan, and flexible work schedules and teleworking options for many positions. We support a healthy environment, reduce traffic congestion and energy use, and help employees reduce commuting costs with our Commute Trip Reduction Program.

We support a healthy lifestyle with our wellness program, bike storage, and on-site fitness room that includes shower facilities.

We champion diversity and are an Equal Opportunity Employer.

QUALITY BENEFITS

Our benefit package is strong, and driven by our commitment to provide comprehensive, affordable health insurance for our employees and their families. We design our benefit package to be flexible, so employees can choose the benefit package that best suits their needs. Employees who work a regular schedule of at least 20 hours per week are eligible for health benefits.

MEDICAL, DENTAL AND VISION INSURANCE

For full-time employees, we pay 85 to 100 percent of the average premium for our comprehensive group medical and dental insurance plans for employees and their dependents depending on the number of persons they choose to cover. Employees with other coverage may elect to waive medical and/or dental coverage and instead receive a monthly deposit to either a Flexible Spending Account for dependent/child care costs or a Health Reimbursement Account for out-of-pocket medical, dental and vision expenses. Part-time employees receive pro-rated benefits contributions.

LIFE AND DISABILITY INSURANCE

We also provide other benefits, such as a \$48,000 term life insurance policy and a long-term disability policy. Employees may choose to purchase additional life and disability insurance. Employees may, at their option, purchase additional life or long-term disability insurance, dependent life insurance, accidental death and dismemberment insurance and, short-term disability coverage.

2011 – 2021 Strategic Plan

GOAL 1: We will strengthen our ability to prevent and control communicable diseases.

5 Year Milestone: Screening and other prevention activities are increased while the risky behaviors of contracting a communicable disease are decreased.

GOAL 2: We will decrease chronic diseases and their impacts in our community.

5 Year Milestone: An integrated, KPHD-wide and community-wide approach to support healthy living is implemented in Kitsap County.

GOAL 3: We will prevent and reduce environmental threats to public health from contaminated water, food, land, and air.

5 Year Milestone: We participate in community planning processes in order to promote and support a healthy built environment.

5 Year Milestone: Safe and reliable drinking water is ensured for all developed properties in Kitsap County.

GOAL 4: We will promote healthy child development and health equity by ensuring all children have healthy starts.

5 Year Milestone: An evidence-based public health nurse home visiting program is implemented.

GOAL 5: To accomplish our goals we will strengthen our financial and technological resources and ensure our workforce has the new skills required in our changing environment. We will also increase the extent to which community members and policy makers perceive public health to be an essential asset in their lives.

5 Year Milestone: We have at least one stable, dedicated source of revenue from each of the following funding sources: local, state, and federal.

5 Year Milestone: We are skilled and experienced in applying policy development to effect community-level change and in using strategic partnerships that produce results.

5 Year Milestone: Our staff and Board are knowledgeable about all we do and are able to convey compelling messages about our mission to the community.

5 Year Milestone: We have effective data collection and monitoring systems in place, and the analytical resources necessary to provide timely, actionable information.

RETIREMENT AND SAVINGS PLANS

Eligible employees participate in the Public Employees Retirement System (PERS) a defined benefit retirement plan managed by the Washington State Department of Retirement Systems. The plan is funded by a combination of employer and employee contributions. In addition, we offer a choice of three 457 Deferred Compensation retirement plans that allow individuals to set aside a portion of their income for retirement on a tax-deferred basis. These plans are similar to 401-K plans offered by for-profit employers. We provide a continuing education allowance and paid time off for training so employees can pursue their professional goals and take responsibility for career advancement by learning new skills.

PAID TIME OFF

We offer generous paid time off, with “general leave” that begins with 18 days per year for eligible full-time employees and increases to 31 days per year after 25 years of service. “General leave” is used for vacation, personal appointments, minor illnesses, etc. For longer term illnesses, injury or pregnancy, we also provide 6 days of “extended leave” per year. In addition, we have 11 paid holidays per year, including the day after Thanksgiving and a personal floating holiday. We offer bereavement leave, all state and federally mandated leaves such as family medical leave, military leave, and other leave categories that help our employees manage significant life events.



The Kitsap Peninsula provides a wonderful living environment in a scenic setting. We enjoy views of both the Olympic and Cascade mountain ranges and have more than 200 miles of scenic shoreline- all of which offer unparalleled recreational opportunities. We have affordable housing and excellent schools—including a first-rate community college. As a weekend get-away destination for many Washingtonians, we have fine dining, shopping and other cultural offerings—without the traffic and congestion of the big city. When you want a big-city experience, Seattle and Tacoma are less than an hour away.

Essential Functions

The statements contained herein reflect general details as necessary to describe the principal functions for this job, the level of knowledge, skills and abilities typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or to balance the workload.

Other Information

To Apply:

To complete the Kitsap Public Health District's online application, please go the District's website at www.kitsappublichealth.org. Click on the *Careers* link at the top right of the District website main page. Select *current job opportunities* on the left of the page. To apply, simply click on the *Position* you are interested in at the bottom of this page. Then click on the *Apply* link on the right side of the job announcement.

If this is the first time you are applying using the Neogov online job application system, you will need to create an account and select a Username and Password. After your account has been established, you can build an application by clicking on the "Build Job Application" link. This application can be saved and used to apply for more than one job opening. Online applications are stored on a secure site. Only authorized employees and hiring authorities have access to the information submitted.

Application Review: Applications are evaluated solely on the information provided by the applicant; PLEASE BE THOROUGH and pay particular attention to completion of the NUMBER OF HOURS WORKED for each position held.

Equal Opportunity: The Kitsap Public Health District is an Equal Opportunity Employer and does not unlawfully discriminate on the basis of race, sex, age, color, religion, national origin, marital status, sexual orientation, veteran status, disability status,* or any other basis prohibited by federal, state, or local law.

Reasonable Accommodation: In compliance with the Americans with Disabilities Act, disability will be considered only in the context of an applicant's ability to perform essential functions of the job and to determine reasonable accommodation. Accommodation to participate in the job application and/or selection process will be made upon request with reasonable notice. The physical demands described above are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Identification: Applicants who are offered employment with the District are required to provide proof of identity and authorization to work in the United States by the employee's third day of employment, as required by the U. S. Citizenship and Immigration Services.

Use of Automobile: Persons whose positions require the use of an automobile will be expected to use their own private vehicle, and will be asked to provide proof of appropriate auto insurance. It is also necessary that such employees to have and maintain a current, valid Washington State driver's license.

Disclaimer: The provisions of this job announcement do not constitute an expressed or implied contract. Any provision contained herein may be modified and/or revoked without notice.

Drug-Free Workplace: The Kitsap Public Health District is a drug-free, tobacco-free workplace.

Examination Procedure: The examination for positions will consist of either verification or evaluation of the applicant's experience and training based upon information contained in the application AND/OR, oral test (panel interview) to evaluate the applicant's suitability for the position; PLUS, skills testing may be administered, PLUS, references will be obtained from former employers, etc.

Note: A criminal background check through law enforcement agencies will be conducted on all successful applicants prior to their being appointed to this position.

For further information and to apply online, please visit our website at [kitsappublichealth.org](http://www.kitsappublichealth.org).